

EMPLOYMENT OPPORTUNITY

June OPENING

AECSA - GENERAL MANAGER

Applications are welcomed from all qualified candidates including U.S. Citizens, Eligible Family Members (EFMs), U.S. Citizen Members of Household (MOH).

The American Embassy Community Services Association (AECSA) is looking for a General Manager to oversee all AECSA operations. The incumbent manages multiple service center including: a restaurant, pool and grocery store, serving the U.S. Embassy community. The Manager will lead 30+ locally employed staff consisting of American community members and locally-employed staff.

Qualifications:

- Bachelor's degree or equivalent in experience.
- Two (2) years of relevant professional experience in general management, hotel or restaurant management, cruise ship hospitality, food and beverage management, or catering.
- Experience with financial administration and business accounting.
- Expert team builder and leader with experience managing a diverse staff.
- Experience in sales and marketing.
- Experience with standard computer applications such as MS Office and Outlook.
- Experience with Point of Sale software and Quickbooks.
- Superior customer service skills.

Terms of Employment:

- At least 40 hours a week with a variable schedule to include some nights and weekends.
- All applicants must reside in Jordan and have residency permits in order to be eligible for consideration.
- Compensation will be commensurate with skills and experience.

Application Process:

- All applications will be acknowledged, however only short-listed candidates will be contacted.
- All correspondence will be held in confidence.

Letter of interest and CVs should be sent to the AECSA General Manager, Jennifer Kaaoush, at KaaoushJL@state.gov no later than May 21, 2015.